



AGENDA
ROSWELL SOUTH PARK CEMETERY BOARD

Tuesday, April 19, 2016 at 4:00 p.m.
Conference Room at South Park Cemetery
3101 S. Main Street
Roswell, NM 88201

A. Call to Order

B. Roll Call

C. Approval of the Agenda

D. Approval of the Minutes

1. Consider approval of the March 15, 2016 minutes.

E. Public Participation on Agenda Items

F. Sexton's Report

G. Bookkeeper's Report

H. Regular Items

No Items

I. Old Business

2. Update on Rules and Regulations

J. New Business

3. Inquiry on Board Applicants
4. Updates and Achievements presentation by Jim Burress
5. Cemetery updates and achievements presentation by Ruben Esquivel

K. Public Participation on Non-Agenda Items

L. Adjourn

Next Meeting: May 17, 2016

Notice of this meeting has been given to the public in compliance with Sections 10-15-1 through 10-15-4 NMSA 1978 and Resolution 15-56.

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Printed and posted: 4/15/2016



**Minutes of the Cemetery Board Meeting
Tuesday, March 15, 2016**

REGULAR MEETING 4:00 P.M

Committee Member Present:

Jack Ferguson, President
Rita Kane-Doerhoefer, Secretary
Jake Trujillo, Member
Tommy Weathers, Member

Committee Members Absent:

Jim Bloodhart, Vice-President

Staff Present:

Tim Williams, Parks and Recreation Director
Ruben Esquivel, Cemetery Supervisor
Daisy Diaz, Cemetery Administrative Assistant
Jerry Janow, Parks and Recreation Administrative Assistant

Others Present:

Gabriel Casaus, LaGrone Funeral Home
Scott Usher, Citizen
Juan Oropesa, Councilor
Moose Fitch, Citizen
Jonah Graff, Eagle Scout

The meeting was called to order at 4:05 p.m. by President, Jack Ferguson. Committee members Weathers, Trujillo, Kane-Doerhoefer were present.

Mr. Trujillo moved to approve the agenda after a change of moving Item I. 5 to take place after the approval of minutes. Mr. Weathers was the second. A voice vote was unanimous and the motion carried.

Mr. Trujillo moved to approve the February 16, 2015 meeting, and March 1, 2016 Workshop minutes. Mr. Weathers was the second. A voice vote was unanimous and the motion carried.

Presentation by Jonah Graff on Scout Eagle Project:

Jonah Graff proceed with a power point to demonstrate the project done at the entrance of the cemetery. With the help of 20-25 other people landscape work was done to beautify the entrance of the cemetery providing a more welcoming look. The power point showed some before and after pictures of what was accomplished by Mr. Graff and his helpers.

Public Participation on Agenda Items: None

Sexton's Report:

Cemetery Supervisor, Ruben Esquivel, reported for the month of February there were twenty four internments including 21 casket burials, and 3 cremations at South Park Cemetery. Total of eight internments at General Douglas McBride Veteran's Cemetery three casket burial, and five cremations. As of March 15, 2016 there had been nine internments at South Park Cemetery and two at General Douglas McBride Veteran's Cemetery.

Bookkeeper's Report:

Cemetery Administrative Assistant, Daisy Diaz, reported that for the month of February, there had been four new contracts started, three pay offs, five lot sales, and two transfers. As of March 15, 2016 there had been three new contracts, and one pay off.

Regular Items: None**Old Business:**

3. Vote on Rules and Regulations: Rita Kane-Doerhoefer, Board Secretary, made motion to approve changes made to the Rules and Regulations. Mr. Trujillo moved to approve the changes. Mr. Weathers was second. A voice vote was unanimous and the motion carried. Rita also suggested that a way to save some money would be to make pocket size index/post cards in which the most important cemetery rules and regulations would be stated. With the use of this idea you would save on giving out the Rules and Regulations pamphlets by request.

4. Update on Capital Improvements: Mr. Williams, Parks and Recreation Director, informed the board that \$50,000.00 from capital state funds was secure. After speaking to the city engineering department construction plans were expected to begin sometime in May or June. Governor had also approved \$150,000.00 for roads in the cemetery. Applications for road work must be submitted and can be expected to be done within the next year. Also repairs to the roofs are expected to begin within the next few weeks.

5. Presentation of Eagle Scout Project: Item was moved to the beginning part of the agenda.

6. Stone Setting Discussion: Ruben Esquivel, Cemetery Supervisor, proceeded to explain the process with installing markers at the General Douglas McBride Veteran's Cemetery. One of the main reasons as to why it takes time and must have a few markers before installing is not enough resources. Installation of markers takes time, materials, equipment, and man power.

7. Up to date performance measures: Mrs. Diaz, Cemetery Administrative Assistant, presented an update on numbers regarding number of services, and cemetery revenue. The goals of these performance measures is to benchmark and compare the number of services and revenue for previous, and coming years.

New Business: None

Public Participation on Non-Agenda Items: Moose Finch, Citizen, commented and presented his idea to set a "Poor Man's" memorial for veterans within the cemetery or somewhere in Roswell. Mr. Finch expressed his interest in obtaining information on how to go about getting the memorial done.

Next Meeting Date:

Next meeting to be held May 17, 2016 at 4:00 p.m.

Adjourn:

The meeting was adjourned at 4:45 p.m.